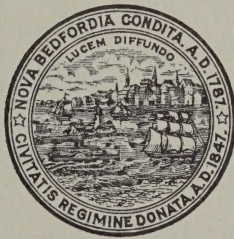


The Eighty-ninth Annual Report
OF THE
TRUSTEES
OF THE
FREE PUBLIC LIBRARY



CITY OF NEW BEDFORD

MASSACHUSETTS

For the Year 1941

Officers and Staff of the Free Public Library

Trustees

HON. MATTHEW A. GLYNN

Mayor of the City

Elected by the City Council

CAROLYN S. MANNING	Term expires April, 1942
RT. REV. MSGR. JOHN F. McKEON	Term expires April, 1942
REV. LINDEN H. WHITE	Term expires April, 1943
FRANK P. SHEA	Term expires April, 1943
ROBERTA S. BARNET	Term expires April, 1944
WILLIAM R. FREITAS	Term expires April, 1944

Committees

On Library—

MR. SHEA, MRS. MANNING, AND MRS. BARNET

On Buildings—

MR. SHEA, MSGR. McKEON, AND MR. FREITAS

On Finance—

REV. MR. WHITE, MSGR. McKEON, AND MR. FREITAS

On Branches—

REV. MR. WHITE, MRS. MANNING, AND MRS. BARNET

STAFF

Librarian

WILLIAM T. O'ROURKE

Assistant Librarian

CLEMENT L. YAEGER

Librarian's Secretary

MINERVA F. MAXFIELD

FREE PUBLIC LIBRARY

Heads of Departments

ANNA G. CABRAL	Cataloguer
JANE E. GARDNER	Art Librarian
CLAIRE N. RILEY	Children's Librarian
GRACE D. SHERMAN	Circulation
ALICE H. TRIPP	Reference Librarian
L. GERTRUDE WILCOX	Genealogical Librarian

Assistants

MARION H. BONNER	PAULINE MASSE
EDITH H. BRODHEAD	MARIA E. MAXFIELD
MARJORIE COBB	CHARLOTTE S. NYE
ELSIE COLLINS	STELLA M. PATLA
*SYLVIA CIABURRI	*THOMAS PAYNE
STELLA M. FERGUSON	DEOLINDA PERRY
ALICE T. GARVEY	*BURNICE PIERCE
*MARION MCGREGOR	DORIS SANDERSON
ETHEL WILCOX	

Branches

North Branch	AMANDA L. DION
	JEANIE D. SHIELDS
South Branch	*GERTRUDE RUSITZKY
	*KATHLEEN LAWLESS
	JEAN H. BRUCE
West Branch	CLOTILDA KOBZA
West Branch Reading Room	FLORENCE E. PERRY

Part-time Assistants

JOHN BUCKLEY	HUBERT OLIVER
NATALIE CASH	DOROTHY OSSWALD
*MIRIAM R. HANEY	MURIEL PARADIS
LUCILLE LETOURNEAU	*ROBERT PAYNE
ELIZABETH McGUINN	MILDRED POMFRET
SANDRA MANELIS	EDWIN SILVEIRA
*MARGARET TIGHE	

Elevator Operators

CLIFTON HATCH	WILLIAM MARSH
---------------	---------------

Janitors

GEORGE SUNDERLAND	GARRISON OLIVER
GEORGE BRIGHTMAN	

Janitresses

CHRISTINE KOZOREK	ELNORA WILLIAMS
ELEANOR HOUGHTON	*MARY E. MORROW
NANCY EATON	

*Resigned

Trustees' Report

*To the Honorable, the City Council of the City of New Bedford,
Mass.*

The Trustees present their Eighty-ninth Annual Report to the City Council in the Report of the Librarian, which has been adopted by the Board.

Respectfully submitted,

BOARD OF TRUSTEES,

WILLIAM T. O'ROURKE,

Clerk of the Board.

LIBRARIAN'S REPORT

To the Trustees of the Free Public Library:

I herewith submit the Eighty-ninth Annual Report of the Free Public Library of New Bedford.

In attempting to measure the values of a public library in any community we must keep in mind that general figures of book circulation and reference service are poor criteria. It is therefore unfortunate that in the past, we as librarians have educated the public to use these inadequate measuring sticks to gauge the value of our usefulness. The number of books circulated is not the important item that it may seem. Rather is it significant to ask — What type of book is being circulated? How many members of the community use the library? For what purposes do they use the library?

As a means toward a better understanding of our work and results, which at best are still most intangible, I shall try to analyze our circulation and registration figures for the past year in the light of normal assumptions. That is, we must assume that the books we circulate are read, and that the reference questions we answer are for the obvious purposes.

That the public library has the rich potentialities for giving valuable aid both cultural, educational and recreational to persons of all races, creeds and colors, young and old alike, is an undebatable fact. That the public library succeeds in providing this aid is another question, which incidentally, is not peculiar to New Bedford alone. It is our own responsibility if the public is not aware of what we have. It is our job to let the public know what our stock is. A public library is a business and we must use business methods in all respects if we wish to obtain maximum results. At the end of this report I shall list a number of recommendations, among them several suggested avenues of approach to the problem of informing the community as to what we are doing, what we can and should do, and what we have to offer.

CIRCULATION DEPARTMENT

The total circulation of books for 1941 was 458,456, a decrease of about 23% in comparison with 1940 figures. The losses that began to appear in the latter months of 1940 continued throughout 1941, every month without exception. The ratio of loss in non-fiction circulation was lower than for fiction, but on the whole all departments and types of books showed losses of 20 to 25 percent. The countrywide drop in library book circulation is rightly attributed to increased employment, and this holds true also in New Bedford. However, in considering that the per capita circulation here in 1941 was only 4.2 books and in 1940 was only 5.4 books, both figures being far short of the 7-8 per capita we should reach, other causes for the low figure must be ascertained. In view of the quite respectable figure of 21 circulations per registered borrower, it would appear that our largest decrease was the result of losing a number of borrowers. Our registration fell from 24,611 in 1940 to 22,083 in 1941, the loss due in some part no doubt to reemployment and military service. In all likelihood however, the loss of the great majority of these borrowers finds its cause in the fact that we are unable to supply, with our severely limited funds, certain books and extra copies of books that are needed and wanted. If a person continually finds that he cannot get what he wants at the library because it is not available at all, or is available only in such a meagre quantity that he will have to wait many weeks for it, he naturally loses interest and goes elsewhere. It is clearly evident by comparison of our book expenditures with those of libraries in cities of similar size and circumstances that we have only about half the budget we should have for adequate book service to the community. In 1940 about \$6200 was spent for general books — in 1941 about \$5900, exclusive of the \$3000 from the Tripp Fund which was used for the school collection. These expenditures are approximately 50% below the average for other cities, and until sufficient funds are available we may be sure our circulation per capita figures will be proportionately low. If our \$10,000 annual income from Trust Funds were

available exclusively for general books, as it should be, our problem would be partly solved. In contrast however, in 1941 we had only \$5900 of this \$10,000 while the remainder went for binding, periodicals and general expenses. Under another section of this report entitled FINANCES AND PERSONNEL, I shall try to outline more completely our whole financial structure so that a better understanding of various matters in relation to one another may be obtained.

In further analyzing the circulation figures we find that our only gains were in general non-fiction at West Branch and total circulation at the Junior High Schools. The lowest comparative decreases were in the fields of religion, useful arts and history and for this at least we must be grateful.

In the belief that a public library's primary objective is cultural, educational and informational and that the recreational purpose is secondary, we have, during the past year, increased the ratio of non-fiction purchases and decreased the fiction in proportion. Then, too, it has been necessary to add more technical and semi-technical books because of demands by those engaged in national defense work, and late in the year we purchased a great amount of material along civilian defense lines. Naturally, non-fiction does not circulate to the same extent as fiction, in fact the ratio would probably be 3 or 4 to 1 in favor of fiction, but fiction, bought in large quantities, at the neglect of non-fiction, will not be conducive to a substantial working library.

The number of registered borrowers, 22,083, is especially low in view of the 1392 non-residents included in this figure. In addition to the registered borrowers, there are of course several thousand who use the library regularly for reading and reference and who must be regarded as patrons even though they do not have library cards. It might be worth while to consider the working out of a plan to learn just how many of these non-registered users of the library there are.

REFERENCE DEPARTMENT

"What is Gandhi's diet?" With this question the Reference Room was given its start for 1941. This was followed by hundreds of other questions and problems of a wide variety, including such subjects as speechmaking, picture exhibits, the Franklin stove, recipes, buttons, Hawaiian Islands, the Philippines, the Burma Road, Island of Trinidad, care of horses, honey as a substitute for sugar, sheet metal work, welding and machine shop practice.

In April a system of recording questions, their type, whether asked by student or other adult, and whether the library has material on the subject or not was put into effect. In this way we are able to bend our efforts in the direction of demands and requirements.

In March the Moody Investment Service was replaced by that of the Standard Corporation at a substantial saving. At first, some difficulty was found by patrons with the new service but by summer time it was remarked that "the Standard is better."

One of the more important pieces of work completed was a list of historical novels compiled for the State Historian of the Daughters of the American Revolution for the use of members of this organization.

An interesting problem was concerned with research into whaling logs for information sought by a man who wrote from Australia. In this and other questions concerned with whaling Mr. William Tripp, Curator of the Old Dartmouth Historical Society has been most generous with his help.

Among the reference tools added during the year, the following may be mentioned as most important: The Labor Relations Reporter, the Wage and Hour Reporter, Facts on File, and World News of the Week Map Service.

There were 8,213 questions, including those by telephone, handled by the reference librarians during the year. Of these, 1109 were for students, showing, in some measure, the educational activities of the department.

With the magazine racks located in the Reference Room, the handling of reference work is quite difficult because many of the books must be kept in the stacks. It is planned in 1942 to interchange Reference and Ingraham Hall, so that more shelf space will be immediately available for reference books, and the magazines will be in the general reading and open shelf room where they belong.

JUVENILE DEPARTMENT

The circulation of juvenile books at the main library was 47,237, of which 34,669 were fiction and 12,568 were non-fiction. This figure represents a loss of 16,500 in comparison with the total for the previous year, and in all likelihood the decrease may be ascribed to the same reasons as the general circulation loss. We are convinced that a sufficient amount of money for children's books would result in greatly improved service and results. In line with the conditions in all departments, the work with children is being performed well with about one-half of the money that should be available.

The circulation of books to the schools, also a responsibility of the Juvenile Department, shows a figure of 99,283, which represents a loss of 28,822 on the 1940 basis.

During the summer a large number of the books in the school collection were discarded and replaced by new copies and new titles purchased from the Clara L. Tripp Fund. More of this should be done in 1942 if we wish to keep the collection in good physical condition. It is also suggested by the Children's Librarian that the school service be extended to more of the parochial schools.

Other activities in which the Children's Librarian and her assistants engaged themselves during the year were: Boy Scout reading examinations, addresses to ten organizations, instructions on the use of the card catalogue, encyclopedias and the library in general to school children, both public and parochial, supervising a successful Vacation Reading Club in the summer

that numbered 227 members, arranging an attractive display for Book Week, and sponsoring the appearance of Mr. Thomas C. Curtis, the Book Explorer, on December 12, on which occasion 650 school children were brought to the library.

We cannot be too generous with funds for the Juvenile Department because it must be remembered that our juvenile borrowers of today will be our adult patrons of tomorrow. Our results with future adult clientel will be a reflection of our service to the children who use the library now.

CATALOGUE DEPARTMENT

A number of changes were made during the last twelve months in the department's routine resulting in a more efficient flow of work and books. A total of 8093 books were added to the library collection in 1941, an increase of about 2300 in comparison with 1940, but all of this increase and more was in books for the school collection. The number of volumes discarded or withdrawn was 3226 leaving us with a total book collection of 220,286 as of January 1, 1942. One of the problems that must be worked out in the near future in conjunction with the Catalogue Department is that of a complete inventory. There are many cards in our public catalogue for books that are no longer in our possession and have not been for some time. Thus the catalogue is frequently misleading and inconvenient, especially when a patron asks for a book that is no longer in the library, but for which there still are cards in the catalogue. A satisfactory inventory is a difficult piece of work and should be done periodically, for example, all the fiction in 1942, all non-fiction in 1944, all fiction again in 1946 and so forth. The fiction inventory would probably take a week's time or more, if done during the summer with no circulation of books allowed during the inventory period. Of course, the library would remain open for reading and reference. If the inventory is attempted while circulation goes on at a normal rate, the process will consume possibly several months, will not be reliable, and will seriously interfere with the classification and cataloging of books.

ART DEPARTMENT

In her report, the Head of the Art Department points out that "Blue print reading and drafting are subjects in constant demand and much interest is manifested in all the books on outdoor living, photography, interior decoration and antiques of every description."

From the musical angle, questions have ranged from American Indian music to Gregorian chant.

On Library Day we had the opportunity to bring to the attention of several newcomers the artistic treasures of this department and their enthusiasm was most gratifying.

There were 10 pictures purchased during 1941 and 1382 added from clippings, bringing the total collection to 77,895. The circulation of pictures reached a total of some 27,000.

A series of vertical steel files for the picture collection is most desirable and necessary for better handling and service, and it is hoped that we may be able to procure this arrangement, at least little by little, as soon as possible.

GENEALOGY DEPARTMENT

The ordinary work of this department was continued at a normal rate with the filing of cards for items of local interest, mounting of pictures in scrapbooks, indexing of scrapbooks, filing of cards for American Genealogical Card Index, and answering inquiries from near and far on genealogical subjects. The usual steady visits of New Bedford residents and others working on genealogy and history has continued unabated. Flag books have been particularly popular of late and histories of New Bedford are in constant demand.

Among the genealogical material added was Vital Records of New Bedford, volume 3, including deaths to the year 1850.

When the Boston Transcript discontinued publication in the late spring, we entered a subscription for the Hartford

Times, Saturday edition, which carries a genealogy section. Thus the work begun with the Transcript is being continued with the Times material.

The American Genealogical Index mentioned previously, which has been issued in card form for the last four or five years, and the object of which is to provide a much-needed comprehensive index of genealogies, is to be published in loose-leaf book form in the future. The editors feel it will be less expensive and more adaptable in the new form.

STACK DEPARTMENT

Some improvement has been noticed in the physical condition of the stacks since an immediate supervisor of this division of the library was designated, but a great deal more needs to be done. Evidently, the side aisles of the stacks, especially on the basement level, have been used as storage space for almost anything, including old books, newspapers and magazines, broken furniture, empty boxes and cartons and old book cases. Much clearing of space and weeding of shelves is necessary, and it is hoped that the job can be done gradually, at least. There are many worn and out-dated books taking up space on the shelves, as well as hundreds of old magazines that have outlived their usefulness. Possibly inventory time would be the best opportunity for this work. There is a chance that some of the magazines may be exchanged or sold through the H. W. Wilson Company clearing house for material of this kind.

PUBLIC RELATIONS

Probably the outstanding event in the field of publicity was "Library Day Open House," held on November 25th. The public and members of the city government were invited by letter, newspaper and radio, to visit the library and see its workings from the inside. Several club groups and many individuals were taken on conducted tours throughout the building. Attractive displays were set up showing the ac-

tivities of the several departments, and among the books exhibited were the Portuguese volumes purchased from the proceeds of the Portuguese films. It is hoped that Library Day may be extended to a Library Week in 1942, during which a full day will be given over to publicizing the work of each of the several departments and branches.

An attractive display of some of the library's garden books was arranged amid appropriate surroundings at the Garden Club show in Buttonwood Park.

Throughout the year a variety of exhibits of books and pictures was presented in the glass case on the third floor. One of the most interesting of these was a collection of autographs loaned by Miss Agnes Storer of Newport, Rhode Island.

Members of the community and library staff contributed to the annual Book Review Series which loses nothing in popularity from year to year.

Lists of timely books have been inserted in the Business and Professional Woman's Club Bulletin and the weekly list of new books has been published in the Standard-Times.

Our printed Bulletin has been issued regularly with lists of new additions as well as book reviews, articles, and notes contributed by members of the staff.

An interesting exhibit of whaling and early New Bedford material was arranged for the visit of a group of librarians, who came here after the American Library Association Conference at Boston in June, and the library, in the persons of the Trustees and Staff, was host at an enjoyable tea hour in the Trustees' Room.

A continued high degree of cooperation was extended the library throughout the year by the Standard-Times, Morning Mercury and radio Station W N B H, whenever there was anything we wished to bring to the public's attention.

In the recommendations at the end of this report I shall number several means of more effective and widespread pub-

licizing of library affairs that will give the city a better opportunity to understand our organization and objectives.

BRANCH LIBRARIES

Circulation at the Branches fell off at about the same ratio as it did at the Main Library, and in all likelihood for the same reasons. This loss was true of juvenile as well as adult books, although at West Branch a small increase was achieved in adult non-fiction circulation.

A number of repairs and other physical improvements should be made at the Branches as soon as possible, but in the case of North and West Branches, both located in exceptionally poor physical buildings as far as library purposes go, apparently we will have to wait for the Public Works Relief program now being organized. We have already submitted a request for the consideration of new branch buildings, North and West, as part of this program. At South we have an entirely different situation because we are located in a regular branch library building. For this reason some attention must be given to such items as painting or cleaning the walls, repairing plaster, replacing cracked light fixtures, and improving the outside appearances, possibly by planting some grass seed at the front.

HOSPITAL SERVICE

The circulation at St. Luke's Hospital dropped more than 50%, mainly because money was not available for purchasing new books. Other contributing causes of this decrease were a suspension of the service for a short time due to circumstances beyond our control, and disinterest on the part of hospital patients. It should be pointed out that we lose far too many books in this service, many more than the average allows. For this reason I believe that a reorganization of the entire plan, with cooperation from hospital authorities, is necessary. With this reorganization, it is planned to open up a wider service, including all hospitals and rest homes in the city, and developing a book delivery service to invalids in their own homes.

FINANCES AND PERSONNEL

As every successful business must have a sound financial structure, it is appropriate that the public library, which spends some of the taxpayers' money, look to its income and analyze its expenditures at least once a year so that all of us may know what we put in to what we are getting.

Salaries and wages, our largest item of expense, ran to approximately \$49,000 in 1941, all of which was provided by the municipal appropriation. In 1942, with the proposed increase of 10% for all city employees, this figure will reach the neighborhood of \$55,000, which, looking at it as a total, is quite respectable. It must be remembered however, that even with this goodly amount, an overwhelming majority of our employees will still be under a salary reduction as high as 10% in some instances with the largest grouping at about 7½%. It is true that the total amount to be expended for salaries and wages is fairly satisfactory, but the money is not well distributed. During the past year we have made some progress toward a more equitable distribution, based on the responsibility and importance of the work involved in various positions. In 1942 there will be opportunity for further adjustments along these lines, and in the following years it is expected that the program may be completed piece by piece.

A year ago we had three persons working a 40 hour week for \$10, \$9, and \$8 respectively, and part-time employees working for as little as .15 to .20 per hour in some instances. These conditions have been corrected to an extent with the combining of two of the full-time positions into one at \$16 per week, raising the third position to \$10 per week, and increasing the hourly wages of part-time employees to .25—.30 per hour, without any supplementary appropriation. In addition to this, two department heads received salary adjustments to bring them in line with all other department heads' salaries. The situation in the case of all the low-salaried personnel is still unsatisfactory, but will be improved gradually as opportunity for adjustments and increases permits.

Members of the full-time staff went on a 35-hour, 5 day week in the summer as an experiment, and because of the good results shown it was adopted as a permanent schedule in the fall.

In keeping with the schedules maintained at the Municipal Building, the janitors and elevator men were given a 40-hour, 5 day week in the fall, as a change from the 48-hour, 6 day week that had been in effect.

An unusual situation exists with respect to our building force in that no one of the janitors has ever received any more in weekly wages than the other two, and for that reason we have never had, in fact, a head janitor to whom the other seven members of the building force were responsible. At present, the janitor whose service extends the longest is acting as head, but is receiving no remuneration for his extra responsibilities. This situation should be corrected as soon as possible in the interests of justice and morale.

The wage basis under which our janitresses work is also a matter for consideration. Their hourly wage has been .34. With the 10% municipal increase it will be .37½. This is several cents less than that to be received by school department janitresses, and more than .10 per hour less than that for municipal building janitresses. In view of the fact that all do practically the same type of work, it is my belief that we should attempt to put them on the same wage basis.

On the whole, our group of 49 employees is quite satisfactory. As the executive to whom each of these 49 employees is responsible, I consider their problems in regard to the library are my problems, and therefore deserve my consideration. Certainly, it would be desirable to have more college graduates and library school people on the staff, and it is my intention that we will, but not at the expense or to the demotion of any of our present employees. It is my belief that we could have too many college and library school people, because no more than half of our staff positions require that extensive education.

It is in the matter of general expenses that our most difficult problems exist, because it appears that the city appropriation for this item has never been sufficient. During recent years, our income from Trust Funds has been about \$10,000 annually. Due to an extremely low appropriation however, we have been forced to use about \$2,000 of this per year for binding, and almost another \$2,000 for such items as janitors' supplies, postage, express, printing, etc. If the full \$10,000 were available for books, and the city would appropriate \$12,000 per year for general expenses rather than \$4,500, our service to the community would be improved and expanded far in excess of this small additional amount. The \$7,500 necessary beyond the present appropriation represents only about .05 on the tax rate, far too little to justify the continued use of Trust Funds for such items as are the normal responsibility of the city. Furthermore, this additional amount would give us the opportunity to do some substantial repairing every year, until the now poorly-conditioned interior and exterior of the library structure are brought to a neat appearance. It is difficult to believe that such a small amount as \$200—\$500 per year, which has been the city appropriation for repairs in recent years, would be expected to maintain the physical upkeep of a piece of property that is valued in the high hundred-thousands. For want of painting and refinishing, our beautiful appointments throughout the main building and South Branch are slowly deteriorating.

Our expenditures in 1942 from municipally appropriated funds, including \$55,000 for salaries, about \$4,500 for general expenses and new equipment, and an estimated \$10,000 as the cost of municipally supplied light and heat, will total approximately \$69,500. On the basis of a complete city budget of \$7,000,000, this \$69,500 represents only about .01 on each tax dollar.

If we add to this \$69,500 our \$10,000 Trust Fund income, we will have a figure of \$79,500, possibly our total expenditures for 1942 as based on present estimates. This gives

us a cost of .72 per capita, which is far less than the average for cities of similar size and circumstances. The American Library Association recommends \$1.00 per capita. Taking Lynn as a comparison, we find that the city appropriates \$95,000 for the library as against our \$69,500, that it has about \$11,000 for books as against our \$6,000, and that it circulates about 100,000 books more per year than we do.

From the foregoing it is plain that strong efforts must be made to explain our position to members of the city government, so that they will have the opportunity of understanding our problems and objectives. I believe that if we do give them a complete picture of the situation they will attempt to help us.

TRUSTEES

In April Rt. Rev. Msgr. John F. McKeon, Mr. William R. Freitas and Mrs. Roberta Barnet replaced the Messrs. T. Everett McPeake, Frank Vera, and Joseph P. Trudel, respectively, on the Board of Trustees.

An Advisory Art Committee, consisting of Messrs. Allen Dale Currier, Clifford W. Ashley, Bryant Prescott, Howard G. Crowell, and Mrs. Palmer Scott, was set up by the Trustees for the purpose of examining and appraising the library's art treasures with a view toward rearrangement.

STAFF

In February Miriam R. Haney and Thomas Payne were appointed to the part-time staff.

In May Marian McGregor resigned and was replaced by Deolinda Perry, who in turn was replaced by Thomas Payne as full-time page.

Elizabeth McGuinn, Natalie Cash, Margaret Tighe, Sandra Manelis, John Buckley, Robert Payne and Edwin Silveira were appointed in June for summer work.

Mrs. Mary Morrow, cleaner at West Branch resigned in June.

Thomas Payne resigned to take another position in August.

Sylvia J. Ciaburri and Kathleen U. Lawless resigned from the Staff in September, both to be married. Deolinda Perry was appointed Supervisor of Stacks and Periodicals, combining her own position with that of Miss Ciaburri. Miss Lawless was not replaced by a full-time Staff appointment. Doris Sanderson was appointed assistant to Miss Perry, replacing Thomas Payne who had left in August. Hubert Oliver was added to the part-time Staff as page.

Also in September, Miriam R. Haney resigned to go to college and Burnice Pierce left for another position. Miss Helen Boçh and Mrs. Mabel Coates were put on as temporary book repairers after the WPA mending project was terminated. Muriel Paradis was appointed to the part-time staff, and Mrs. Christine Kozorek, janitress at the Main Library, was given the additional duties of cleaner at West Branch in place of Mrs. Morrow.

Gertrude Rusitzky resigned her position as Branch Librarian at South Branch in December, and was replaced by Stella M. Patla. Miss Patla was replaced in the Catalogue Department by Lucille Letourneau.

The Librarian and several members of the Staff addressed various groups throughout the city, and a large representation was present at the A. L. A. Convention in Boston and local library meetings also drew the attendance of many. The Librarian attended the Massachusetts Library Association meeting at Williamstown in October, and also several of the monthly meetings of the Massachusetts Free Public Library Commission, of which he has been Secretary for several years.

GIFTS

The Clara L. Tripp bequest, amounting to more than \$20,000 was turned over to the Library Trustees early in the

year, and the Trustees selected as their agent the Merchants National Bank. This generous fund enabled us to make a number of improvements in our school collection during the summer.

Among the other gifts received during the year were books, magazines and other items of a library nature from Mrs. Lillian E. Doyle, Mark Duff, President of the Merchants National Bank, Representative Philip Barnet, Basil Brewer, Fort Phoenix Chapter, Daughters of the American Revolution, Lester A. Eggleston, William M. Emery, Jennie D. Greenberg, Mrs. Edward Holmes, Henry B. Hough, Atty. Harry A. Lider, Mrs. Frank M. Howes, Mrs. Ellen E. Jenney, George A. Thomson, Milton A. Travers, Rev. H. B. Williams, D. D., Mr. and Mrs. A. H. Wright, La Forest E. Osborne, Councillor Rodolphus A. Swan, Gertrude Rusitzky, Mrs. Anna Senft, Jesse Sylvia, Rev. Michael P. Testa representing the Portuguese Presbyterian Church of Newark, New Jersey, and Rev. Frederick W. Sandford.

We are most grateful for all these gifts as well as the numerous other individual volumes that have been donated by persons and organizations.

RECOMMENDATIONS

Some of the items included in the following list have already been approved and are scheduled for completion in 1942. The others are suggested as necessary steps to be taken as soon as possible.

- 1—Planning of a radio program, with book reviews, dialogues or interviews concerning the business of the library.
- 2—Establishing a library newspaper column with the cooperation of the local newspaper publishers.
- 3—Consider the advisability of public forums to be held in the lecture hall.
- 4—Issue mimeographed folders and lists of books and pamphlets on timely subjects.

- 5—Reorganize and extend Hospital Service. Inaugurate book service to invalids in their own homes.
- 6—Extend school book service to more parochial schools.
- 7—Improve lighting conditions, refinish woodwork and paint or clean walls and ceilings at Main Library and South Branch.
- 8—Plan for new branch library buildings North and West.
- 9—Consider outside cleaning and landscaping after the war emergency. The Garden Club will cooperate in this.
- 10—Establish an inventory policy with fiction to be done in 1942, non-fiction in 1944, fiction again in 1946, and so forth. Very necessary as no complete inventory has been taken for many years.
- 11—Set up a permanent inventory of supplies.
- 12—By subdividing the Patent Room, arrange space and equipment for a Treasure Room.
- 13—Plan for an Adolescent Department.
- 14—Plan for remedial reading clinic.
- 15—Organize a Friends of the Library group to include former members of the Board of Trustees and other interested persons in the city.
- 16—Install more efficient telephone system.
- 17—Interchange Reference Room and Ingraham Hall for purposes of efficiency.
- 18—Begin microphotography of local newspapers.
- 19—Establish a definite policy in regard to fees for non-resident borrowers.
- 20—Weed out old books and magazines.
- 21—Purchase steel filing cabinets for the picture collection.
- 22—Set up a complete plan of organization, classification, salaries and wages for all employees.
- 23—Make strong efforts to have city appropriation increased.

CONCLUSION

I am very glad to have this opportunity of expressing my sincere gratitude to the Library Trustees and library employees, to the various city officials with whom I have come in contact, and to the many business men and other citizens of New Bedford, all of whom have helped make my first year here a most pleasant and happy one.

Respectfully submitted,

WILLIAM T. O'ROURKE.

STATISTICS IN FORM RECOMMENDED BY THE
AMERICAN LIBRARY ASSOCIATION

Annual Report for year ended December 31, 1941

Name of Library—New Bedford Free Public Library.

City—New Bedford. State—Massachusetts.

Name of Librarian—William T. O'Rourke.

Date of Founding—1852.

Population served—110,341 (U. S. Census, 1940).

What governmental unit served?—City.

Terms of use—

Free for lending.

Free for reference.

Total number of agencies—211.

Consisting of Central Library and 3 Branches.

Other agencies : 206 School deposits and classroom libraries,
1 hospital.

Number of days open during the year	355
Hours open each week for lending	72
Hours open each week for reading	79
Hours of service per week required of staff	35
Number of Sundays open during the year	43
Hours open each Sunday (for reading and reference)	7

BOOK STOCK

Number of volumes at beginning of year	215,436
Number of volumes added during year	8,748
Number of volumes withdrawn during year	3,226
Total number of volumes at end of year	220,958

FREE PUBLIC LIBRARY

25 p

Number of newspapers currently received	
excluding duplicates	35
Number of periodicals currently received	
excluding duplicates	300

CIRCULATION AND USE

Number of volumes of adult nonfiction lent for	
home use	50,747
Number of volumes of adult fiction lent for home use	180,745
Number of books for children lent for home use	226,964
Total number of volumes lent for home use	458,456

REGISTRATION

Total number of registered borrowers	22,083
Borrowers registered or reregistered during year	6,450
The length of the registration period is 3 years.	

FREE PUBLIC LIBRARY

CITY APPROPRIATION

Appropriation		\$53,711.63
Salaries	\$35,564.95	
Wages	13,550.43	
Supplies	451.70	
Janitors' Supplies	431.37	
Repairs	489.86	
Lighting Branches	494.57	
Fuel	393.26	
Telephones	414.20	
Express and Carting	211.58	
Postage	191.07	
Insurance	378.30	
Printing	184.48	
Stationery	13.55	
Library Miscellany	122.12	
Building Miscellany	286.76	
Binding Periodicals	5.00	
Binding Books	186.09	
Periodicals	7.00	
Furniture and Equipment	147.80	
	<hr/>	
	\$53,524.09	
Balance	187.54	
	<hr/>	
		\$53,711.63

KEMPTON FUND

Balance	\$11.67	
Receipts	\$8,302.00	
	<hr/>	
		\$8,313.67
Books	\$4,256.73	
Periodicals	848.87	
Binding Books	1,154.31	
Binding Periodicals	44.10	
Supplies	266.29	
Janitors' Supplies	63.81	
Repairs	213.14	
Express and Carting	84.50	
Printing	206.86	
Stationery	8.00	
Library Miscellany	241.12	
Building Miscellany	5.72	
Furniture and Equipment	19.67	
	<hr/>	
	\$7,413.12	
Balance	900.55	
	<hr/>	
		\$8,313.67

FREE PUBLIC LIBRARY

27 p

SYLVIA ANN HOWLAND FUND

Balance	\$4.39	
Receipts	\$1,513.01	
		\$1,517.40
Books	\$1,321.17	
Periodicals	5.75	
Binding Books	52.91	
Supplies	48.70	
Express and Carting	47.00	
Printing	5.60	
Library Miscellany	36.20	
	\$1,517.33	
Balance	.07	
		\$1,517.40

GEORGE O. CROCKER FUND

Balance	\$.34	
Receipts	\$418.77	
		\$419.11
Books	\$152.11	
Printing	59.55	
Supplies	107.42	
Binding Books	99.99	
	\$419.07	
Balance	.04	
		\$419.11

JAMES B. CONGDON FUND

Balance	\$.29	
Receipts	10.00	
		\$10.29
Books	\$9.83	
	\$9.83	
Balance	.46	
		\$10.29

FREE PUBLIC LIBRARY

CHARLES W. MORGAN FUND

Balance	\$20.15	
Receipts	20.00	
	<hr/>	
		\$40.15
Books	\$39.95	
	<hr/>	
	\$39.95	
Balance	.20	
	<hr/>	
		\$40.15

CHARLES L. WOOD FUND

Balance	\$.01	
Receipts	40.00	
	<hr/>	
		\$40.01
Books	\$37.47	
Binding Periodicals	2.20	
	<hr/>	
	\$39.67	
Balance	.34	
	<hr/>	
		\$40.01

GEORGE HOWLAND, JR. FUND

Balance	\$7.49	
Receipts	32.00	
	<hr/>	
		\$39.49
Books	\$37.85	
	<hr/>	
	\$37.85	
Balance	1.64	
	<hr/>	
		\$39.49

FREE PUBLIC LIBRARY

29 p

OLIVER CROCKER FUND

Balance	\$.04	
Receipts	20.00	
	<hr/>	
Books	\$19.46	\$20.04
	<hr/>	
	\$19.46	
Balance	.58	
	<hr/>	
		\$20.04

ELIZABETH B. MACKIE FUND

Balance	\$16.71	
Receipts	20.00	
	<hr/>	
Books	\$36.33	\$36.71
	<hr/>	
	\$36.33	
Balance	.38	
	<hr/>	
		\$36.71

TRIPP FUND

Original Bequest (approximate)	\$20,000.00	
	<hr/>	
Books	\$3,572.97	\$20,000.00
	<hr/>	
	\$3,572.97	\$3,572.97

DUPLICATE PAY

Balance	\$111.13	
Receipts	108.23	
	<hr/>	
Books	\$52.33	\$219.36
	<hr/>	
	\$52.33	
Balance	167.03	
	<hr/>	
		\$219.36

FREE PUBLIC LIBRARY

FINANCE

RECEIPTS

City appropriation	\$53,711.63
Income from trust funds	
(Inc. balance of	
1940)	30,436.87
Rental collection	219.36

Total	<u>\$84,367.86</u>
-------	--------------------

Unexpended balance from	
previous year	\$1,223.50

\$184.62 of this balance
reverted to the City.

EXPENDITURES
OPERATING EXPENSES

Salaries: Library Staff	\$40,355.84
Salaries: Building Staff	8,759.54
Books	9,483.87
Periodicals	861.62
Binding and rebinding	1,544.59
Heat, light, power, water	937.83
Insurance	378.30
Other operating expenses	4,360.41

Grand Total	<u>\$66,682.00</u>
-------------	--------------------

Total operating exp.	<u>\$66,682.00</u>
----------------------	--------------------

Balance on hand at end of	
fiscal year	\$17,685.86

FREE PUBLIC LIBRARY

31 p

ANNUAL REPORT

FREE PUBLIC LIBRARY

IN CITY COUNCIL, April 16, 1942

Referred to Councillor Perry for study and report.

CHARLES W. DEASY, City Clerk

IN CITY COUNCIL, May 14, 1942

Received, placed on file and ordered printed in the city documents.

CHARLES W. DEASY, City Clerk

Attest:

CHARLES W. DEASY, City Clerk

